

**CALL TO ORDER** – Donna Mason called the meeting @ 7:01 pm

**ROLL CALL** – In attendance were Donna & Jim Mason, Jaci & Molly Stokes, Dot Abbott, Erin Nieli, Seth & Elaia Greenberg, Janet Talbot, Tracy Johovic, Audrey & Tom Lindale and Monica Ward.

**ADOPTION OF AGENDA** – APPROVED (*Jim motioned, Janet provided a second*)

**ADOPTION OF PREVIOUS MEETING MINUTES** – APPROVED (*Jim motioned, Jaci provided a second*)

**TREASURER’S REPORT** – Janet reported that there has been no change in our financial status since the February 2022 meeting. It was noted that the Wyoming Peach Festival Committee has not received the \$3,500 promised to them last Spring by the Town Mayor via. Town Council.

**OLD BUSINESS:**

1. **Signs:** Audrey has inquired of Town Staff if they knew where the handicap sign – which was used at the parking area, Pippins Funeral Home – is located. The sign can’t be located. She obtained information on ‘sandwich sign boards’ and presented they range from \$30 - \$50/sign. Seth mentioned that he recently opened a sign shop and is able to obtain the sandwich sign boards we would need. These would be ‘blank’ with a possibility of interchanging the signage, as warranted. **The committee decided** on obtaining four (4) sandwich boards to be placed on the street during the festival – housing information such as: day’s activity schedule, emergency notifications, mapping, etc. These would be located at the festival entrance near Town Hall, the RXR track crossing @ C-W Ave. and on the south & north ends of the festival area on Railroad Ave. **The committee decided** to purchase one (1) handicap parking sign to be placed at the entrance to the parking lot at Pippin’s Funeral Home. Seth will develop this and provide a cost estimate to the committee at our April 2022 meeting. It was also noted that this area needs to have an attendant at all times during the festival.
2. **Review applications:** Jim has updated applications for vendor spaces (Community, Crafter & Vendor, Politicians and Food). New changes reflect wording of “NO ELECTRIC” listed in the #1 bullet. Need to remove all wording of “Non-Profit”. **Question:** Animal vendors and/or Petting Zoo use which application? All the applications need to have language that shows anyone breaking the rules will be immediately removed – police assistance, if warranted (*as per Peach Festival Committee Guidelines – approved June 16, 2021*). **Question:** should political donations have a ‘minimum donation limit’? **Question:** what are the rules for community vendors who decide to sell food at their site on the day-of-the-event when their application did not show this activity? ... anyone selling food MUST have a food license. Discussion tabled till next meeting.
3. **Peach Festival Bank Account:** Discussion on our bank account now under the Town as a “Municipality”, therefore we are not a “Non-Profit”. The Peach Festival needs insurance protection which is provided by the Town; thus, our checking account was combined with the Town’s account a few years ago. We do have a separate savings account. **Question** posed to a legal advisor: If the Town of Wyoming Peach Festival Committee has a separate checking account, can we still be insured under the Town of Wyoming for coverage during the Peach Festival event? **Question:** Is the Peach Festival listed in the Town of Wyoming Budget as a separate line item? **ACTION ITEM: The Peach Festival Committee asked for a special executive session with our mayor, Town Council members & Mike Wollyhand to discuss financing and control of Peach Festival funds, ASAP, to inform us on spending and approval procedures ... at minimum, the Peach Festival Committee co-chairs, treasurer & secretary need to be present.**

4. **Branding:** Audrey noted that our mayor is interested in asking students at CR High School to provide a Town of Wyoming Peach Festival logo as part of an art contest. The logo would be used on all future outreach efforts. The committee discussed all the logos we are currently using. Dot volunteered to research our past logos & their usage (**SEE ATTACHMENT**) and report back to the committee by March 23, 2022. Donna noted we need to make a decision on branding no later than April 1, 2022 – therefore the **committee decided** to look over what we've used in past years and let Dot know which one they prefer ... she will release the results via. email and we'll secure that logo for all future Peach Festival items/marketing/advertisement.
5. **Vendor sites:** Last year we secured 6 ft. in between each and every vendor, as per COVID-19 rules. It was noted that even though the areas were 'marked', folks did not follow the rules. **The committee decided** to go back to vendors located next to each other – Donna will update the location map.
6. **Donations:** It is also noted that the Wyoming Peach Festival Committee has not provided an annual donation to the Town of Wyoming upon conclusion of the 2021 Peach Festival. In past years these donations include items such as: Town flag pole at the intersection of Camden-Wyoming Ave. & Railroad Ave., picnic tables & BBQ grills at the Wyoming Town Park, and street pole flags (American & Peach Festival) for Camden-Wyoming Ave. Donna volunteered to inquire of our Town Council as to what items they need pertaining to our 2021 donation.

#### **NEW BUSINESS:**

1. **Resale:** Jim has embellished 48 6-panel caps, 15 kitchen aprons, 25 various sized T-shirts and some head visors with a peach logo. Refer to the February 2022 minutes for details on distribution and financial transactions for these products – also for a current inventory of our keychains, mugs, large pole flags and T-shirts available for sale

#### **COMMITTEE REPORTS:**

**Crafters/Vendors** – nothing

**Entertainment** – Mike sent word that he has 'booked' all the musicians, bands and the MC for this year's Peach Festival. A 'Peach-themed' story time & peach craft have been located. A Town of Wyoming History seminar has been approached. Bounce houses for kids are scheduled. Prior to final decision on these, the committee needs to receive a cost estimate for each one and bring that information back to the committee for approval. Each entertainer and/or cost expenditure has to submit a receipt to our treasurer prior to reimbursement. All expenditures of Peach Festival funds have to be approved prior to securing the item.

**Parking/Busses** – No report

**Volunteers** – No report

**Peach Dessert Contest** – No report

**Parade** – Audrey volunteered to pull this part of the Peach Festival together. THANK YOU! The parade will 'kick-off' the festival @ 9:00 am. The festival will conclude @ 3:00 pm

**Police** – No report

**Publicity** – No report

**Raffle** – Audrey & Tracy have started announcing for raffle items.

**2022 CALENDAR –** Peach Festival Committee meetings: **2/16, 3/16, 4/20, 5/18, 6/15, 7/20** ... all @ 7:00 p.m.  
**May 15** = secure busses  
**July 1** = all vendor & parade applications due  
**July 1** = Large Wooden Peach signs placed around town  
**July 18** = order dumpster  
**August 4** = Hang 'No' Parking Signs & discuss last minute details/needs  
**August 5** = 8:00 am ... start marking vendor spaces = meet at Town Hall  
**August 6** = 2022 Town of Wyoming Peach Festival  
**August 17** = Wrap-up meeting

Adjourn@ 8:15 pm

Respectively submitted by Dot Abbott